



Blackhawk Technical College's Plan to Resume Operations

Stage 1 (March 18):

- Only essential employees report to campus are permitted on campus.
- All employees on campus must record movement and any interaction with others.
- All employees on campus must practice physical distancing at all times.
- Advanced cleaning and sanitization procedures will continue to be followed.
- Non-essential employees work remotely.
- All instruction moves online – no face-to-face instruction or hands-on labs.
- All events and activities are either canceled or moved to a virtual format.
- Facilities closed to the public until further notice.
- Facilities are unavailable for use by outside groups.

Stage 2 (April 27):

- Students in designated essential programs and a small number of designated essential employees performing essential tasks as identified by supervisors are permitted on campus.
- All employees on campus must record movement and any interaction with others.
- All employees and students visiting campus must sign an acknowledgment of risk.
- Screening protocols for all employees and students are required; including temperature and symptom checks, practice physical distancing, wear protective eyewear and facemasks, and sanitize workspaces before/after use.
- Advanced cleaning and sanitization procedures will continue to be followed.
- Non-essential employees work remotely.
- Most instruction online other than designated essential programs.
- All events and activities are either canceled or moved to a virtual format.
- Facilities closed to the public until further notice.
- Facilities are unavailable for use by outside groups.

Stage 3 (May 26):

- Students in designated programs and a small number of required employees performing tasks as identified by supervisors are permitted on campus.
- All employees on campus must record movement and any interaction with others.
- All employees and students visiting campus must sign an acknowledgment of risk.
- Screening protocols for all employees and students are required; including temperature and symptom checks, practice physical distancing, wear protective eyewear and facemasks, and sanitize workspaces before/after use.
- A Records and Registration window will be open to accept payments. Students needing to make payment should call (608) 758-6900 to gain access to the building.



- The Testing Center to schedule appointment-only testing in the Student Success Center on Central Campus.
- Technology equipment on loan for the Spring semester should be returned.
- Curbside service available for Bookstore.
- Advanced cleaning and sanitization procedures will continue to be followed.
- Most employees work remotely unless designated on-campus.
- Most instruction online other than designated programs.
- All events and activities are either canceled or moved to a virtual format.
- Facilities closed to the public until further notice.
- Facilities are unavailable for use by outside groups.

Stage 4 (June 8):

- Limited open access to campuses for students who have scheduled classes (face-to-face/hands-on), student support needs, or employees who are required to be on campus.
- All employees and students visiting campus must sign an acknowledgment of risk.
- Screening protocols for all employees and students are required; including temperature and symptom checks, practice physical distancing, wear protective eyewear and facemasks, and sanitize workspaces before/after use.
- On-campus staff will work staggered schedules to ensure safety and physical distancing in workspaces. For those working remotely, access to a campus facility will need to be scheduled.
- All classes will follow social distancing guidelines and everyone will wear appropriate PPE. The number of individuals in a classroom is based on the size and capacity of the designated room.
- College services will continue to be provided online, but limited services will open on campus.
- Limited Student Support Services and IT Helpdesk (Central Campus) will be available in-person with social distancing protocols. For better service, students are encouraged to call ahead for services. (608) 758-6900 for Student Services and (608) 757-7711 for IT Help Desk.
 - The Testing Center to schedule appointment-only testing in the Student Success Center on Central Campus.
 - A Records and Registration window will be open to accept payments.
 - Limited shuttle service may resume with a limited number of riders to adhere to social distancing. This will also be based upon contractual obligations for the shuttle service.
 - Limited Bookstore (608) 757-7672 and Starbucks services will be available.
 - Vending machine services resume.
- Technology equipment on loan for the Spring semester should be returned.
- No loitering on campus. Gathering areas such as Student Union, Fitness Center, Student Success Center and Commons will remain closed.
- Advanced cleaning and sanitization procedures will continue to be followed.
- Events and activities with ten or more people are either canceled or moved to a virtual format.
- Indoor facilities are unavailable for use by outside groups.
- Outdoor parking lots and land are available for use by outside groups following established college policy.



Stage 5 (June 22) - revised July 8, 2020

- All campuses are open for College business and classes only. Support services will be offered in-person and online.
- No active screening protocols for building entrance. Some programs may require additional screening protocols.
- All employees and students are required to practice physical distancing, wear facemasks inside buildings, and sanitize workspaces before/after use.
- Accommodations may be made for individuals who are unable to wear facemasks or for faculty who are teaching for extended periods of time. For accommodations, contact CampusSafety@blackhawk.edu.
- Staff will return to campus. Some staggered work schedules may be used to ensure safety and physical distancing in workspaces.
- All classes will follow social distancing guidelines and everyone will wear appropriate PPE. The number of individuals in a classroom (not to exceed 25) is based on the size and capacity of the designated room.
- Student Support Services and IT Help Desk (Central Campus) will be available in-person with social distancing protocols.
 - Shuttle service with a limited number of riders to adhere to social distancing.
 - Bookstore services resume.
 - Foodservice resumes.
 - Vending machine services will be available.
 - Student Success Center reopens with limited seating.
 - Student Union can reopen.
- Advanced cleaning and sanitization procedures will continue to be followed.
- Events and activities with up to 25 can meet in-person (with prior approval from Campus Safety) in a space that will allow for physical distancing; appropriate PPE must be worn.
- Events and activities with 25 or more people are either canceled or moved to a virtual format.
- Indoor facilities are unavailable for use by outside groups.

Stage 6 (TBD)

- Campuses open to the public and students.
- No active screening protocols; all visitors, employees, and students are requested to perform symptom checks prior to coming to campus.
- All visitors, employees, and students required to practice physical distancing and wear facemasks.
- Staff return to campus with a staggered work schedule, as much as practicable, to ensure safety and physical distancing in workspaces.
- All classes will follow social distancing guidelines and everyone will wear appropriate PPE. The number of individuals in a classroom is based on the size and capacity of the designated room.
- College services will continue to be provided online, but all services available on campus.
 - Shuttle service with a limited number of riders to adhere to social distancing.
- Advanced cleaning and sanitization procedures will continue to be followed.
- Events and activities with up to 50 can meet in-person in a space that will allow for physical distancing; appropriate PPE must be worn.



- Events and activities with 50 or more people are either canceled or moved to a virtual format.
- Indoor facilities are unavailable for use by outside groups.

Stage 7 (TBD)

- Campuses open to the public and students.
- Most college services will continue to be provided online.
- Shuttle service resumes regularly scheduled service.
- No active screening protocols; all visitors, employees, and students are requested to perform symptom checks.
- All visitors, employees, and students recommended to practice physical distancing, wear protective eyewear and facemasks.
- Advanced cleaning and sanitization procedures will continue to be followed.
- Indoor facilities are available for use by outside groups.